



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

August 22, 2008

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Safety Representatives for the Secretary of the Navy Staff

On August 15, 2008, Secretary Winter signed out SECNAVNOTE 5102 (enclosed) addressing motorcycle safety for members of the Secretary of the Navy Staff. It promulgates requirements for both individuals and supervisors in adhering to Department of the Navy (DON) guidelines concerning motorcycle safety. It requires executive assistants or senior military officers, or their designated representatives, to track and ensure compliance with DON motorcycle safety requirements.

To disseminate safety information across the Secretary of the Navy staff in addition to ensuring adherence to these and other safety guidelines, each staff organization will identify a designated safety representative. Please provide his or her contact information to CDR Jeff Draeger (703-695-3826) on the Secretary's Immediate Staff no later than 5 September. Safety representatives should be available to attend an initial safety meeting, currently scheduled for 24 September, with quarterly meetings to follow.

Michelle Howard
Michelle Howard
Rear Admiral, United States Navy
Senior Military Assistant
to the Secretary of the Navy

Enclosure:
As stated

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THE SECRETARY OF THE NAVY
WASHINGTON, D.C. 20350-1000

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SECNAVADMIN NOTE 5102
ASN(I&E) - DASN(S)
15 August 2008

SECNAV ADMIN NOTICE 5102

From: Secretary of the Navy

Subj: MOTORCYCLE SAFETY FOR RIDERS ASSIGNED TO THE SECRETARY OF
THE NAVY STAFF

Ref: (a) OPNAVINST 5100.12H
(b) Marine Corps Order (MCO) 5100.19E
(c) COMNAVSAFECEN NORFOLK VA 281724Z May 08
(d) CMC WASHINGTON DC 241334Z Apr 08

Encl: (1) Available Resources for Department of the Navy (DON)
Motorcycle Safety Support

1. Purpose. References (a) and (b) provide safety policy and training requirements for both military and civilian motorcycle riders in the Navy and Marine Corps. This notice promulgates policy guidance intended to ensure the Secretary of the Navy (SECNAV) staff is in compliance with Department of the Navy (DON)-wide motorcycle safety policy, but more importantly, to take every possible precaution to prevent our personnel from being a victim of a motorcycle mishap. The policy guidance outlined below will enable respective SECNAV staff chains of command to become more cognizant of those motorcycle riders in their organization and more engaged in ensuring proper training, licensing and registration has taken place, or is scheduled to take place as soon as possible.

2. Discussion. While Navy and Marine Corps four-wheeled private motor vehicle fatality rates have declined over the past 5 years, DON motorcycle fatality rates in Fiscal Year (FY) 2008 have increased higher than the previous 10-year average. Rising gas prices and other factors have spurred a nation-wide increase in motorcycle sales. Many of these new motorcycles are sport bikes capable of speeds in excess of 160 mph. As of 30 June 2008, 22 Sailors and 22 Marines have died on motorcycles in FY 2008. Neraly all of the 44 DON motorcycle fatalities so far this Fiscal Year (FY) involved sport bikes.

3. Background

a. Commander, Naval Safety Center, in conjunction with the Motorcycle Safety Foundation has developed a Military Sport Bike Course (MSBC) to address the unique handling characteristics and safety concerns of these increasingly popular motorcycles. Reference (c) mandates that all DON military sport bike riders complete the MSBC as soon as possible. The MSBC became available at major Fleet concentration areas on 1 June 2008. Quotas for the course in the Washington, DC area will be available beginning in July 2008 through the Safety Office at Naval District Washington (NDW), and Headquarters Battalion (HQ BN), Headquarters, U.S. Marine Corps (HQMC). Enclosure (1) provides contact information for NDW and HQ BN safety offices.

b. Reference (d) was released by the Commandant of the Marine Corps on 24 April 2008. It mandated several new requirements targeting an immediate reduction in motorcycle mishaps. These requirements include:

(1) Prior to purchasing a motorcycle, all Marines will consult with their leadership;

(2) All Marines who presently own or purchase a motorcycle will personally report their ownership to their commanding officers/officers-in-charge within 48 hours;

(3) Marines will appropriately register the motorcycle with the Provost Marshal's office on the installation; and

(4) Commanders shall verify with the Provost Marshal's office that the Marine holds a valid driver's license with a motorcycle endorsement and that they have completed or are scheduled to attend the Basic Rider Course at the earliest opportunity.

4. Action. In order to ensure the SECNAV staff is in compliance with existing DON-wide motorcycle safety policy and to hold appropriate individuals on the staff accountable for their own safety or for the safety of those they supervise, the following policy guidance and required actions are hereby promulgated:

a. All military and civilian motorcycle riders on the SECNAV staff must comply with DON-wide and/or Service-specific requirements stipulated in references (a) through (d). Additionally, effective immediately, all SECNAV staff Navy and Marine Corps military motorcycle riders and their chain of command are to comply with the following:

(1) All current motorcycle riders should report via their chain of command to the senior military SECNAV staff member in their respective SECNAV staff organization, and provide the following information:

(a) The type of motorcycle they own;

(b) Proof of graduation from a Department of Defense (DoD)-approved motorcycle safety course (either a DoD-sponsored safety course or similar course meeting or exceeding the Motorcycle Safety Federation's Basic Rider Course curriculum);

(c) Proof of receipt of a valid state motorcycle driver's license (or vehicle driver's license with a motorcycle endorsement) and proof of registration; and

(d) Whether or not they have a DoD motorcycle decal/sticker.

(2) New owners should notify the senior military officer in their organization via their chain of command within 48 hours of purchasing a motorcycle to ensure required training can be scheduled.

(3) The executive assistant or senior military officer in each SECNAV staff organization shall be responsible for maintaining an accurate list of military motorcycle riders in his/her organization, ensuring that all riders have a valid motorcycle driver's license, vehicle registration, and have attended a DoD-approved motorcycle training course.

(4) The executive assistant or senior military officer in each SECNAV staff organization, or their designated representative, shall be responsible for:

(a) Scheduling riders in their organization for the appropriate DoD-approved motorcycle training course specified in references (a) and (b);

(b) Consolidating military and civilian motorcycle ridership information for their respective unit identification code and initiating/updating motorcycle census data on the Naval Safety Center Web site; information obtained from the census is being used to determine demand for training and to target training to specific type motorcycles, rider age groups and locations. The one page motorcycle census can be initiated and updated by accessing the Safety Center's Web page at <<http://safetycenter.navy.mil/ashore/motorvehicle/motorcycle/register.cfm>>; and

(c) Distributing applicable motorcycle safety information and updated policy to motorcycle riders in their organization. The latest DON motorcycle safety information and Service-specific motorcycle safety policy guidance is available on-line at either the Naval Safety Center Web site: <<http://www.safetycenter.navy.mil/ashore/motorvehicle/resources.htm#motorcycle>> or at the Headquarters U.S. Marine Corps Safety Division Web site: <http://hqinet001.hqmc.usmc.mil/sd/ground/pmvs.htm>

b. DON civilian motorcycle riders assigned to the SECNAV staff are to comply with safety policy outlined in references (a) and (b) at any time while operating a motorcycle on a DoD gated installation and while on-duty riding off-base. Specifically:

(1) Civilian staff riders who must enter a gated DoD installation are required to complete the initial motorcycle course, complete refresher training every three years and obtain a DoD sticker, the same as their uniformed counterparts;

(2) While many of the National Capital area DoD facilities and DoD office buildings are not on gated installations, all civilian SECNAV staff motorcycle riders, not otherwise required to do so, are strongly encouraged to take full advantage of the DoD-approved motorcycle training courses offered locally.

(3) To ensure they are provided with current motorcycle safety information, and to ensure they are included in the Naval Safety Center's motorcycle census, it is requested that all staff civilian motorcycle riders notify the executive assistant or senior officer via their supervisor that they are a motorcycle rider.

5. Washington D.C. National Capital Region Motorcycle Safety Support

a. NDW and HQ BN, HQMC, at the Navy Annex/Henderson Hall, provide a full line of safety program support for Navy and Marine Corps personnel on the SECNAV staff. Safety offices at NDW and HQ BN also schedule motorcycle riders in the National Capital Region for the Basic Rider Course, MSBC or the Experienced Rider Course at various DoD sites in the local area.

b. Enclosure (1) provides specific points of contact at both NDW and HQ BN along with additional resources available to SECNAV staff motorcycle riders and their chain of command.

6. Cancellation Contingency. This notice will remain in effect for 1 year or until superseded, whichever occurs first.


Donald C. Winter

Distribution:
All SECNAV Secretariat

AVAILABLE RESOURCES FOR DON MOTORCYCLE SAFETY SUPPORT

1. The following resources are available for DON-wide and Service-specific motorcycle safety guidance, motorcycle training requirements and other pertinent safety material:

- a. OPNAVINST 5100.12H, Navy Traffic Safety Program
- b. MCO 5100.19E W CH 1-3.pdf, The Marine Corps Traffic Safety Program - DRIVESAFE
- c. The Naval Safety Center Web site for motorcycle safety
<<http://www.safetycenter.navy.mil/ashore/motorvehicle/resources.htm#motorcycle>>

2. Washington, DC and National Capital Region (NCR) Motorcycle Safety Program Support for U.S. Marine Corps (USMC) SECNAV motorcycle riders and their chain of command may be obtained from:

a. Headquarters Battalion (HQ BN), HQMC. The HQ BN Safety Office at the Navy Annex/Henderson Hall provides all USMC motorcycle safety support to NCR Marines and schedules Marine Corps riders on the SECNAV staff for the Basic Rider Course, the Military Sport Bike Course or the Experienced Rider Course at Marine Corps Base, Quantico, or at an alternative DoD site in the NCR. Mr. George Stark is the point of contact at HQ BN for NCR Marine Corps motorcycle riders. Marine Corps riders on the SECNAV staff may contact Mr. Stark to ensure compliance with All Marine Corps Activities, ALMAR 14/08. His contact information is:

Mr. George Stark
Henderson Hall Safety Manager
(703) 614-1767
George.stark@usmc.mil

- b. HQMC Safety Division, Navy Annex/Henderson Hall:

Mr. Peter Hill,
Traffic Safety Specialist
(703) 695-3232
peter.j.hill@usmc.mil

AVAILABLE RESOURCES FOR DON MOTORCYCLE SAFETY SUPPORT (Cont)

3. Washington, DC and NCR Motorcycle Safety Program Support for U.S. Navy (USN) SECNAV motorcycle riders and their chain of command can be obtained from:

a. Naval District Washington (NDW). The NDW Safety Office provides all USN motorcycle safety support and schedules Navy riders on the SECNAV staff for the Basic Rider Course, Military Sport Bike Course, or the Experienced Rider Course at either Anacostia or NAS Patuxent River. Mr. George Revoir is the NDW regional traffic safety program manager and training coordinator. His senior motorcycle instructor at NDW is Mr. Bruce Blount. Either Mr. Revoir or Mr. Blount can provide DON motorcycle safety information and can schedule SECNAV staff riders for the required motorcycle safety course. Courses are held monthly and are open to both Navy and Marine Corps riders. Contact Information for Mr. Revoir and Mr. Blount:

Mr. George Revoir
NDW Regional Traffic Safety Program Manager &
Training Coordinator
(540)-653-8626
george.e.revoir@navy.mil

Mr. Bruce Blount
NDW Regional Traffic Safety Program Senior
Motorcycle Instructor
(410) 474-1517
Bruce.blount.ctr@navy.mil

b. OPNAV Staff Safety Coordinator /OPNAV CMC:

CMC William Clouse
(703) 614-2262
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